



CAREER SKILLS COLLECTION

Career skills are made up of a range of foundational capabilities that enable individuals to be productive contributors to their jobs and managers of their own career path. Communication, research, and problem solving skills, among others, exist above and beyond the subject matter knowledge and technical expertise that employees bring to their everyday work. Career skills are at the heart of what differentiates surviving employees from thriving ones.

- Reading and Evaluating Information
- Search Techniques and Strategy
- Quantitative Reasoning and Interpreting Data
- Analyzing and Synthesizing Information
- Information Management
- Written and Oral Communication
- Visual Information
- Integrity in the Workplace
- Teamwork
- Taking a Position
- Bias and Assumption
- Evidence in the Workplace
- Logical Reasoning
- Financial Literacy
- Cultural, Civic, and Global Engagement



CONTENT DESIGN

Content developed using a backwards design process

Mapped to the following Key Outcomes and Standards

- NACE Career Readiness Competencies
- AAC&U Value Rubrics
- National Standard for Financial Literacy



VIDEOS

- 11 videos
- 45 minutes of total video



ASSESSMENT BANK

- 82 questions
- We offer constructed-response and selected-response assessment questions



AVERAGE SEAT TIME

30-60 minutes per topic